



## INVOICE SUBMITTAL CHECKLIST

**District 4**  
**Local Programs**

**Financial Project Id:**

**Date:**

Contract #:

Project Name:

Project Begins:

Project Ends:

Type of Agreement: ☐ LAP

☐ CIGP

☐ SCOP

☐ TRIP

**Invoice #:**

Final Invoice?

☐ Yes ☐ No

If No, what percentage of work (in dollars) is complete?

If Yes, is the retainage being paid out?

☐ Yes ☐ No

Has the Final Inspection Acceptance (FIA) form been approved?

☐ Yes ☐ No

Is there a material certification letter?

☐ Yes ☐ No

Have there been any amendments? (supplemental, time extensions)

☐ Yes ☐ No

If yes, please explain:

Are there any progress reports in the invoice package?

☐ Yes ☐ No

Change Orders?

☐ Yes ☐ No

Change Orders #

Amount of the change order:

Date approved by FDOT:

FDOT Participating?

☐ Yes ☐ No

Does the project have two or more FM#/Project#?

☐ Yes ☐ No

If yes, what is the amount of split?

FM#

FM#

What retainage is being held?

Reduced from previous invoice?

☐ Yes ☐ No

If yes, please explain:

Additional comments to Auditor:

**Actions Needed:**

Highlight all Non-Participating items